

## Staff Report

**To:** Mayor and Town Council

**From:** Tammi Ledley, Town Manager

**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

**Date:** December 9, 2019

**Re:** December Staff Report

- 1. Downtown Revitalization Project:** Town staff attended the twenty eighth monthly partnering meeting on November 21<sup>st</sup>, 2019. In addition to our monthly meetings, Town staff meets with SHA's project manager and C.J. Miller's superintendent every Monday morning to discuss the Main Street project schedule and updates. We will not be holding a partner meeting in December.

The section of Main Street from Shiloh Avenue to south of North Woods Trail is finished except for the ADA inspection and final punch list. C.J. Miller is working on a couple of finishing touches, like adjusting the manholes in the traffic lane so they are level with the road. The permanent crosswalks cannot be applied until warmer weather. The section from the Northern Railroad Tracks to Farm Woods Lane has also been completed including the permanent road.

Crews applied permanent patching on the areas of Main Street to smooth out the road where the gas line and stormwater work have been completed.

The Main Street traffic signals at the intersections of North Woods Trail and Lower Beckleysville will be converted to the new signals this week, weather permitting. This work includes turning on the new electronic pedestrian crossing signs and sensor cameras. The new traffic signal should also alleviate the timing issue that has been occurring at North Woods Trail and Route 30. Traffic patterns will stay the same.

There is a section of streetlights that are installed but not lit. Before these lamp posts can receive electric, the meter boxes must be installed and BGE needs to bring power to these boxes. The meter boxes are on order.

C.J. Miller is currently demolishing the old sidewalks from Shiloh Avenue toward Gill Avenue. The concrete needs to be removed at the corner of Gill Avenue and Main Street so the new traffic signal can be installed at that intersection. After removing the old sidewalks, conduit will be installed, the area will be filled with stone, and then covered with asphalt. They will begin pouring sidewalk and building the two remaining retaining walls in the Spring as soon as the weather is warmer.

During the winter months, crews will work on demolishing old sidewalks on the northbound lane from Upper Beckleysville to Farm Woods Lane. Then they plan to switch to the southbound lane and travel South. This work can be completed if they can get stone from the quarry, which requires a temperature of 32 degrees and above. Asphalt will be applied in these areas as well. There may be times during the winter months when crews are not working on Main Street. They do not anticipate working in the heart of downtown until Spring.

- 2. Four Way Stop:** The new four way stop at North Woods Trail and Clearview was unveiled last week. Flashing stop signs were installed for extra driver awareness.

3. **Meetings:** The Town Manager continues to have meetings with Carroll County Staff about our residential developments and proposed business developments. The Town Manager also attended a pre-submittal meeting at the County for a local manufacturer that is expanding.
4. **Northside Estates:** The development sold its first house on October 12, 2017. Eleven houses are occupied and two houses are move-in ready. There are also four vacant lots available. Currently, J.A. Myers is constructing the stormwater facility for the development, which should take several months to complete. The developer will not be marketing the front two vacant lots, numbers 2 and 3, until this facility is completed and has passed final inspection.
5. **Census 2020:** Town Staff continues to work with other municipalities and the County on the 2020 Census. We have submitted our preferences for publicity materials. The next meeting is Thursday, December 12<sup>th</sup>.
6. **2020 Comprehensive Plan Update:** Town Staff will be meeting soon to formulate a plan and a timeline for the 2020 Comprehensive Plan Update. The initial idea is to present an updated chapter at a time to the Planning and Zoning Commission for their review rather than the entire Plan all at once. We hope to have the 2020 Census data integrated into the Plan before we present the final draft to the Council for adoption.
7. **Finance Department:** Cheryl is working on calendar year end closeout preparation. Unused leave balances have been provided to department heads.
8. **Well # 36:** Mid-Atlantic Utilities will begin running the 4" raw water line and electrical conduit from pump house #17 to well #36 located along Farm Woods Lane. Currently, they have marked the pavement on Upper Forde Lane where they will be saw cutting the black top. Weather permitting, they will begin the work next week. Letters have been sent to homeowners in the work area. Well #36 is the last well to be connected to our new pump house; once connected we will update sampling requirements and work with MDE to get the Certificate of Potability. Once the raw water supply line and conduit are installed by Mid-Atlantic, the well pump and pipe will need to be installed. Micro-Tech will need to run the electric line from the pump house to the well and SCADA controls.
9. **Second Grade Field Trip:** Second grade students from Hampstead Elementary School had a field trip at Town Hall and the Fire Department on Wednesday, November 7<sup>th</sup>. While at Town Hall the students received a learning snapshot about municipal government, water system operations, and being a police officer. The classes held their own election for Council members and a Mayor, and while in Town Hall they held a mock Council meeting to vote on the official Town mascot. One of the class's Mayor is the son of our new Town Hall employee, Xiomara Almenas.
10. **Hallmark in Hampstead:** The Hampstead Merchants Association is organizing the second annual Hallmark in Hampstead event planned for Saturday, December 14<sup>th</sup> from 9 a.m. and 1 p.m. Twenty businesses and NESAP are participating this year. Thanks to Katie Redding for creating and organizing this event!